

USACE FINANCE CENTER
BIWEEKLY REPORT
PERIODS ENDING 13 & 27 DECEMBER 2002

CEFMS:

- a. We modified CEFMS to process flat rate supervision and administration (S&A) as part of the cron process that occurs automatically every night. At the end of every month and especially at the end of the year, whenever a user creates a payable, the S&A process had to be run or the transaction would occur as leakage on status reports. Frequently, the amounts were not leakage, but simply unprocessed S&A. The modification to the cron process should solve the problem.
- b. We compiled FY02 Civil Works (CW) manpower usage, by CW appropriation and position type, for all USACE activities. The results were provided to HQ USACE for use in preparing the Civil Works budget submissions to OMB and Congress. We also provided a separate report, detailing the number of Full Time Equivalents (FTEs) expended on reimbursable work between USACE activities. These reports will assist HQUSACE in preparing better budget submissions, based on accurate historical information.
- c. We revised the Civil Funded FTE report in the Manpower module so that data for FY03 and future years will include Position Type; e.g. Full Time Permanent, Part Time Permanent, etc. USACE activities will be able to generate reports showing FTE charged to each appropriation by AMSCO (project) or by Position Type. Report data forwarded to CEEMIS now includes Position Type. Therefore, HQUSACE will be able to query CEEMIS for Civil Works manpower usage by Appropriation and Position Type, both of which are used in preparation of Civil Works budget submissions to OMB and Congress.
- d. Revised twelve reports and programs within the Manpower module to exclude 8th US Army employees who are funded and paid through CEFMS on the Seattle District data base. These revisions eliminate the manual adjustments previously required by the Seattle District, Northwest Division, and the HQUSACE CERM-M.

e. We are continuing our efforts to fully automate the Civil Works Multi-Purpose Power financial statements. We are testing the automated statements and will release the function after testing is completed.

f. We corrected sporadic CEFMS imbalances in the acceptance of government order obligation transmissions by adding an exception handler after the call to the obligation approval procedure. This release will eliminate the partial updates of Government Order obligation records due to failed signatures.

g. We modified the CEFMS Billing and Collection module so that a justification is now required when bill amounts are changed. Also, new screens were developed to improve the capability to monitor delinquent accounts receivables and to record actions taken to collect debts owed to the Corps. This process was previously manually recorded. After users enter data in the new screens, reports and queries can extract data to comply with increased reporting requirements for delinquent receivables.

h. We completed changes for WON EFT as requested by ChoHung Bank. The bank had requested processing date to be the next business day. We are now using system date plus one day. The bank will not accept a 'current day' file. We also discovered a problem when transactions totaled more than 2.5 billion won -- total card did not compute correct amount. This was corrected in same release.

i. We programmed and released the CEFMS functionality for the proper reporting of employee student loan repayments. The authority to approve the repayment of a student loan as a recruitment or retention tool was delegated to MSC Commanders and the Director of the Engineer Research and Development Center. The repayment of the loan charges are applied to the appropriate overhead account.

j. DODIG Corps-wide audit - Received requests from Fort Worth and Nashville for assistance in response to data call and preparation for site visits from the auditors. Prior fiscal year labor records were restored on Ft Worth database for FY95-FY02 and Nashville for FY98-FY02.

k. Met with DOD IG auditors on-site to provide information on building and structure asset audit. Per requests from CEIR and CERM-F, began providing subsidiary data files to DOD IG auditors to support amounts reported on FY 1998 balance sheet for buildings and structures. Since some sites had not completed loading subsidiary files to support the general ledger balances for buildings and structures at the end of FY 1998, developed process to derive FY 1998 balances by backing out asset transactions and journal voucher transactions processed in FY 1999 from the end of FY 1999 balances for buildings and structures.

1. New Cost-Sharing Functionality:

(1) We implemented electronic signature for cost share control records to complete programming required to support cost share policy released in CERM Memorandum dated 21 October 2002, subject: Corps of Engineers Financial Management System Programming for Civil Works Cost Shared Studies and Projects.

(2) We also began programming the cost share earnings process to recognize sponsor work-in-kind the same as sponsor cash. Additionally, new general ledger updates will be required to support estimated work-in-kind as well as LERRD. Also, all cost share reports will be required to be modified to reflect non-federal sponsor work-in-kind.

(3) We developed new a report that provides the number of cost share projects and the amount required to meet Corps/Sponsor proportionate share requirements.

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	809	823
Priority #1 Problem Reports	93	88

Received 138 new problem reports and completed 152 problem reports.

b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	51	49
One	9	5
Three	1	2
Four	0	1
Six	0	2
Eleven	0	1
Eighteen	0	1

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	254
HUNTSVILLE	23
USACE HQ	1
TOTAL	278

DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH <u>Dec 01 - 31</u>	YEAR TO DATE <u>Oct 01 - Dec 31</u>
BY CHECK:		
Checks Issued	12,969	38,509
Percent of Total	15%	15%
Dollar Amount	\$116,313,276	\$361,066,998
BY EFT:		
Transfers Made	41,987	126,318
Percent of Total	85%	85%
Dollar Amount	\$972,984,816	\$2,658,026,785

IV. OTHER UFC ISSUES:

a. Our current training plans for 2003 are:

<u>Class</u>	<u>No. of Sessions</u>	<u>When Offered</u>
Basic Standard Query Language (SQL)	6	Jan-May
Intermediate SQL	6	Jan-May
CEFMS Basic	3	Jan, Feb Apr

Above classes offered to all USACE employees on a first-come, first-served basis.

Grammar and Punctuation	1	January
Appropriation Law	1	April

These two courses are for UFC employees.

b. On 5 December 2002, we completed the update of the Information Technology Investment Portfolio System (ITIPS) for FY04 and outyears. We updated the ITIPS for both CEFMS and CEEMIS. Amounts recorded in ITIPS were based on the authorized FY03 funding plus an incremental increase of about six percent for each future year.

c. We modified the CEFMS Government Purchase Card module to allow Approving Officials to review, certify, and schedule payments. The CEFMS modification will streamline business processes and improve oversight of the payment process. The new process brings USACE into compliance with Title 31 U.S.C., Section 3325 and the DoD FMR that provides for the appointment of certifying officers and establishes pecuniary liability of the Billing Statement Approving Official.

d. On 4 December 2002, James Greene, Deputy Director of Administration, represented the UFC at a luncheon hosted by our adopted school, Millington Central High School. The luncheon was held to celebrate the Grand Opening of the model office simulation project for one of the business classes at the school. The class project simulates the operation of all functions of a business such as purchasing, marketing, sales, accounting, etc.

e. On 11 and 12 December 2002, we held the second in the series of PMBP training for all UFC employees. The training segment on Why PMBP? comprised this formal training session.

f. On 6 December 2002, we made certifying officer training accessible to all USACE activities by placing PowerPoint presentations on our public website. The training consists of three modules; i.e. basic, real estate, and government purchase card program certifying officer training. The presentation slides are accompanied by audio instructions.

g. During our Christmas luncheon on 18 December, we recognized our "Team of the Year". This year the award was presented to two teams---our TFO/TBO Team and our Command Expenditure Report (CER) Team. Both teams made significant contributions during fiscal year 2002 and helped the UFC and USACE achieve goals established by DA and DoD. Team members were awarded individual recognition plaques, a time off award, and were also recognized by having their names on the Team of the Year plaque displayed at the UFC.

h. Tommy Pond retired and Linda Brooks was selected as the Deputy Director, Systems Development and Maintenance. Linda has now assumed all the duties of the Deputy Director.

i. We have developed a Power Point training presentation for Certifying Officers. The presentation format is video and audio; and provides training for individuals assigned as Certifying Officers. The training will assist those officers to understand their duties and responsibilities and also provides background data and reference web sites for additional information. The training can be accessed on the UFC web page.